

# FY 2007: Improve the Service of Management Functions and Administrative Operations <sup>4/30/2007</sup>

| INITIATIVE  | RATIONALE  | PRIORITIZATION (TIMING & RESOURCES) | NEW, ENHANCED, OR ONGOING | MISSION IMPACT: LOW, MEDIUM, HIGH | IMPACT ON NIH MISSION  |
|---|--|-------------------------------------|---------------------------|-----------------------------------|--|
| <b>Improve the Service of Management Functions and Administrative Operations for the Support of the Department</b>  |  |                                     |                           |                                   |  |
| Participate in initiatives to strengthen our acquisition workforce and acquisition operations, including Acquisition Integration and Modernization (AIM), Strategic Sourcing and Balanced Scorecard.  | HHS Strategic Plan Objectives<br>NIH Director Performance Plan   | 30-Sep-07                           | Enhanced                  | Medium                            | Dashboard rating; performance rating   |
| Responsible for the accurate and timely input of all contract award data into the Departmental Contract Information System (DCIS).  | NIH Director Performance Plan; Head of the Contracting Activity/ Directors, Offices of Acquisition Performance Plans | 30-Sep-07                           | Enhanced                  | Medium                            | Dashboard rating; performance rating   |
| Actively participate in efforts to meet HHS "Green" standards for closing out contracts and purchase orders. Ensure that contracts and orders are accurately and in a timely manner reported into and closed out in the DCIS/SAI. Supervisors should review DCIS periodically to ensure staffs are reporting. | EO /Directors, Offices of Acquisition Performance Plans  | 30-Sep-07                           | Ongoing                   | Medium                            | Dashboard rating; performance rating   |
| All Offices of Acquisition actively participate in the Acquisition Balanced Scorecard (ABS) surveys of acquisition office personnel and their NIH customers, which are scheduled to be conducted in FY 2007.  | EO/ Directors, Offices of Acquisition Performance Plans  | 30-Sep-07                           | Ongoing                   | Medium                            | Dashboard rating; performance rating   |
| Implement the HHS Department-wide HSPD-12 Plan in accordance with the established schedule  | HHS Strategic Plan Objectives<br>NIH Director Performance Plan   | By 30 Sep 07                        | Ongoing                   | Medium                            | Dashboard rating; performance rating<br>Funding requirements during flat budgets are problematic |
| In coordination with ORS, support the phased implementation of HSPD-12, including communicating HSPD policies and procedures to staff and instituting Personnel Identity Verification (PIV) Compliant Processes as required by NIH plans to meet the established schedule.                                    | EO & Lead AO   | 30-Sep-07                           | Ongoing                   | Medium                            | Dashboard rating; performance rating   |
| Participate in the Departmental initiatives to transform and improve business operations, including consolidation initiatives, implementing best practices, and leveraging the capabilities and resources for the benefit of the Department; meet objective measures established for such initiatives.        | HHS Strategic Plan Objectives  | By 30 Sep 07                        | Ongoing                   | Low                               | Dashboard rating; performance rating<br>Actual plan still being developed by DHHS                |

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| Meet small business procurement goals, as established by the Small Business Administration   | HHS Strategic Plan Objectives   | By 30 Sep 07                        | Ongoing                   | Medium                            | Dashboard rating: performance rating |
| Ensure the Small, Small Disadvantaged, 8 (a), Women-Owned, HUB Zone, and Service Disabled goals for the Department are met. Small (29%), Small Disadvantaged (5.5%), 8 (1) (5.5%), Women-Owned (5%), HUB Zone (3%), Service Disabled (3%).   | NIH Director Performance Plan; EO/Head of the Contracting Activity/ Directors, Offices of Acquisition Performance Plans | 30-Sep-07                           | Enhanced                  | Medium                            | Dashboard rating: performance rating |
| In accordance with regulations, ensure that small businesses are considered for all awards for simplified acquisition buys between the micro-purchase threshold (\$3,000) and \$100,000.   | EO/ Head of the Contracting Activity/ Directors, Offices of Acquisition Performance Plans                               | 30-Sep-07                           | Ongoing                   | Medium                            | Dashboard rating: performance rating |
| Ensure that Contracting Officers/Purchasing Agents work closely with Program to reemphasize the importance of awards to small business. They should coordinate acquisition planning with the HHS Office of Small and Disadvantaged Business Utilization (OSDBU), review and implement policy updates, and participate in training on the HHS Small Business Program. | EO/ Head of the Contracting Activity/ Directors, Offices of Acquisition Performance Plans                               | 30-Sep-07                           | Ongoing                   | Medium                            | Dashboard rating: performance rating |
| Directors, Offices of Acquisition should emphasize the importance of subcontracting opportunities, solicit commensurate subcontracting plans for applicable contracts awards over \$500,000, and ensure staff use of eSRS.   | EO/ Head of the Contracting Activity/ Directors, Offices of Acquisition Performance Plans                               | 30-Sep-07                           | Ongoing                   | Medium                            | Dashboard rating: performance rating |
| DHHS will set the small business goal for NIH. OAMP will communicate these goals to the OA after DHHS has made their determination, and together OAMP and the OAs will monitor achievement of the goals throughout the year.   | EO/ Head of the Contracting Activity/ Directors, Offices of Acquisition Performance Plans                               | 30-Sep-07                           | Ongoing                   | Medium                            | Dashboard rating: performance rating |
| Consolidate grants systems.  | PMA<br>HHS Strategic Plan Objectives  | By 30 Sep 07                        | Ongoing                   | Medium                            | Dashboard rating: performance rating |
| Achieve the participation goals established by Grants.gov.   | HHS Strategic Plan Objectives   | By 30 Sep 07                        | Ongoing                   | Medium                            | Dashboard rating: performance rating |

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| Post 100% of discretionary grant opportunities on Grants.gov's Find.   | NIH Director Performance Plan  | 30-Sep-07                           | Ongoing                   | Medium                            | Dashboard rating; performance rating   |
| Post 100% of discretionary grant opportunities on Grants.gov's Apply for which Grants.gov has provided the technology to do so.  | NIH Director Performance Plan  | 30-Sep-07                           | Ongoing                   | Medium                            | Dashboard rating; performance rating   |
| Ensure NIH submission of the FY 2008 Grant Announcement Forecast and in accordance with HHS Senior Leadership Off-Site and additional guidance received from the Office of Grants.   | NIH Director Performance Plan  | 31-Mar-07                           | Ongoing                   | Medium                            | Dashboard rating; performance rating   |
| Dept. new purchase card policy/guide   | PMAP   | 30-Sep-07                           | Enhanced                  | Medium                            | Dashboard rating; performance rating   |
| Strategic Sourcing-- push for mandatory BPAs   | PMAP   | Ongoing                             | Ongoing                   | Medium                            | Dashboard rating; potential for cost savings   |
| <b>Other Initiatives</b>   |  |                                     |                           |                                   |  |
| Provide information to HHS on Acquisition Dashboard  | HHS Dashboard  | bi-annual                           | Ongoing                   | Low                               | Dashboard input and rating   |
| Leverage the NIH dollar by seeking best prices when using purchase cards, identifying supplies/services for consolidated purchasing, improving time to finalize indirect cost rates for commercial firms and identifying the best mechanisms for purchasing supplies in the NIH Warehouse and self service stores. | NIH Director Performance Plan  | Ongoing                             | New                       | Medium                            | Improved cost efficiency   |
| Monitoring and reporting on streamlined acquisition offices, service level agreements, performance, and roll out and impact of NBS on performance  | NIH, Head of the Contracting Activity                                    | Ongoing                             | Ongoing                   | Low                               | Improved identification and implementation of best practices; increased participation in NIH-wide acquisition activities; potential impact if acquisition service levels decline |
| As part of ongoing succession planning, provide leadership training for acquisition staff; participate fully in the Administrative Fellows Program to recruit and select acquisition interns; and provide on-the-job training in accordance with the NIH competencies and proficiency levels for acquisition.      | NIH, Head of the Contracting Activity, Directors, Offices of Acquisition | Ongoing                             | Ongoing                   | Medium                            | Maintain high standards of performance for acquisition staff and leadership; provide best customer service in meeting mission.   |